



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective
Title	10	Human Services	Date:
Chapter	124	Manual Of Standards For Children'S Shelter Facilities And Homes	9/12/2008
Subchapter:	5	Physical Facility And Life-Safety Requirements	
Section	1.	Local government physical facility requirements for shelter facilities (N.J.A.C. 10:124-5.1.)	

§10:124-5.1. Local government physical facility requirements for shelter facilities
(a) An applicant seeking an initial approval, as specified in N.J.A.C. 10:124-1.5, to operate a shelter facility or home shall comply with all applicable provisions of the New Jersey Uniform Construction Code, as specified in N.J.A.C. 5:23 and hereinafter referred to as the NJUCC.

1. For newly constructed buildings, for existing buildings whose construction code use group classification would change from that which it had been, or for existing buildings that require major alteration or renovation, the shelter facility or home shall submit to the Bureau a copy of a Certificate of Occupancy (CO) issued by the municipality in which it is located, reflecting the shelter facility's or home's compliance with the appropriate use group classification provisions of the NJUCC.

2. For shelter facilities or homes that are planning to construct a new building, the shelter facility or home shall submit to the Bureau:

- i. Preliminary architectural drawings for review and comment prior to beginning construction; and
- ii. If applicable, revised architectural or final drawings containing all required items listed in the preliminary plan review for final approval as in compliance with this chapter from the Bureau before the shelter facility or home can open.

3. For buildings constructed after the adoption of the NJUCC (1977) and that have not had major alterations or renovations since receipt of the CO, the shelter facility or home shall obtain the CO that reflects the appropriate use group classification issued by the municipality in which it is located at the time the building was originally constructed or approved. This shelter facility or home shall submit a copy of the building's CO to the Bureau.

4. For existing buildings, whose use prior to the adoption of the NJUCC (before 1977) was and continues to be for a shelter facility or home and that have not had major alterations or renovations, the shelter facility or home shall obtain a Certificate of Continued Occupancy (CCO) or a letter to this effect, issued by the municipality in which it is located, reflecting the building's compliance with provisions of the municipality's construction code requirements that were in effect

at the time it was originally constructed or converted for use as a shelter facility or home. The shelter facility or home shall submit a copy of the building's CCO or letter reflecting the building's compliance to the Bureau.

5. The shelter facility or home shall obtain a new CO or CCO issued by the municipality in which it is located, reflecting the building's compliance with provisions of the applicable NJUCC use group classification, and submit a copy of the new CO or CCO to the Bureau whenever it takes any of the following actions:

- i. Changes the building's use group classification to one other than the one prescribed on its original CO;
- ii. Makes a major alteration or renovation, as defined by the NJUCC, of the building or premises where the shelter facility or home is located;
- iii. Increases the floor area or the number of stories to the building or premises where the shelter facility or home is located; or
- iv. Relocates to another site.

6. Whenever a municipality grants a shelter facility or home a written variation